

CLASS TITLE: CHIEF AUDIT OFFICER (DOA)

Class Code: 02641800

Pay Grade: 46A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall direction of the daily activities of the Office of Internal Audit at the Department of Administration; to direct the planning, development and implementation of internal auditing programs, systems and techniques; to assist the Director of the Office of Management and Budget (OMB) in internal auditing policy formulation, practices and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Director of OMB with wide latitude for the exercise of initiative and independent judgment; work is subject to review for conformance to laws, major policies, and professional standards.

SUPERVISION EXERCISED: Plans, directs and reviews the work of professional, technical and clerical auditing and policy staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall direction of the daily activities of the Office of Internal Audit at the Department of Administration.

To direct the planning, development and implementation of internal auditing programs, systems and techniques.

To assist the Director of the Office of Management and Budget (OMB) in internal auditing policy formulation, practices and procedures.

To oversee the development of an approved flexible, annual audit plan.

To establish a quality assurance program which assures the operation of internal auditing activities and detection of fraud, waste, and abuse of program funds.

To manage data analysts and fraud investigators to achieve fraud risk management and detection of fraud, waste, and abuse of program funds.

To develop and implement office procedures to improve efficiency and effectiveness of internal auditing operations.

To perform or assist in the investigation of significant suspected fraudulent activities of organizations and report findings to audit committee.

To develop an annual budget request for the Office of Internal Audit.

To assist management by providing processes design, training and advisory services relating to internal auditing.

To produce periodic reports to the Audit Advisory Group (AAG) and management which describe auditing trends and auditing best practices including an annual list of program goals, objectives and results.

To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of auditing practices and programs, and to draft legislation regarding audit management or policy programs and goals.

To act as liaison between principles engaged in the formulation of the auditing activities and legislative committees involved with enacting new or modifications to finance laws.

To advise departmental directors relative to the implementation of management and program decisions and issues.

To act as assistant to the Director of OMB during legislative consideration of the state auditing practices, making recommendations for changes and researching issues as they arise.

To develop, assign, and direct special projects and analyses dealing with a wide variety of public internal auditing issues.

To perform special tasks and develop, assign and direct special projects requested by management or the AAG.

To develop and direct new long-term internal auditing programs and practices.

To provide consulting services beyond internal auditing assurance services.

To serve on committees and attend meetings and conferences as needed and required by management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPABILITIES: A thorough knowledge of governmental accounting and professional auditing principles and practices and general administration; a thorough knowledge of state government, and of the organizational structure and functions of its departments and agencies; a thorough knowledge of administrative principles and practices sufficient to administer and direct the audit program's fiscal, human and organizational resources; the ability to direct, supervise, and review the work of all managerial, professional auditing staff, fraud investigators and data analysts; the ability to administer a plan to assess the risk of fraud and to approve the fraud audit plan; the ability to analyze, interpret and evaluate complex accounting systems, procedures, and reports; the ability to interpret program laws, rules and regulations; the ability to administer and direct the overall audit schedule and job assignments; the ability to recommend policy changes and to review and evaluate legislation and make recommendations; the ability to ensure training programs are provided to auditing professionals; the ability to prepare administrative reports, and recommendations; the ability to communicate effectively with public officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Master's Degree in Accounting; and

Experience: At least eight (8) years of related employment experience in overseeing and administering an accounting and auditing program for a large state department, federal agency, large private organization, or public auditing firm, including substantial experience developing and implementing internal controls, conducting highly complex audits, and generating detailed reports.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirements:

- 1) At the time of appointment and continually thereafter, must possess and maintain professional designation as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).
- 2) At the time of appointment, must possess a valid driver's license and must maintain such license as a condition of employment.

Class Revised: November 12, 2005

Class Revised: February 17, 2019